

# greening government

Sustainability. Innovation. Collaboration.

2015 Action Plan



  
Newfoundland  
Labrador

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# Message from the Minister



In 2011, the Government of Newfoundland and Labrador established its strategic approach for taking action on climate change and energy efficiency by releasing two complementary action plans – *Charting Our Course: Climate Change Action Plan* and *Moving Forward: Energy Efficiency Action Plan*. A key goal of both plans was to demonstrate Provincial Government leadership on these issues, including through leading by example within government's own operations.

Government has achieved several early successes towards fulfilling this commitment. Newly constructed government buildings are required to meet certain energy efficiency requirements and many existing buildings are being retrofitted to save energy. Government also has a policy to procure fuel-efficient vehicles and several initiatives have already been implemented to reduce waste, including a composting project at Confederation Building. While these actions demonstrate strong progress, government recognizes there are opportunities to build upon these successes.

The *Greening Government Action Plan* is a forward-looking strategy that aims to create a culture of environmental sustainability within the Government of Newfoundland and Labrador. It builds upon government's early successes and outlines 46 actions to continue greening government's operations over the next five years.

There are several benefits of greening government's operations. There are opportunities to achieve better value for money, as improvements in energy efficiency can reduce operating costs. Efforts to green government's operations can also support province-wide targets for reducing waste, energy consumption and greenhouse gas emissions. Furthermore, as government increasingly requires the procurement of environmentally sustainable goods and services, wider benefits may be realized as suppliers adjust their offerings to meet the needs of government.

Creating a culture of environmental sustainability within government's operations and realizing these benefits will require a sustained commitment over the long-term. The release of this action plan is an important step in that direction and government is committed to show leadership now and in the future.

Sincerely,

A handwritten signature in dark ink, appearing to read 'Dan Crummell', with a stylized, flowing script.

Dan Crummell

Minister Responsible for the Office of Climate Change and Energy Efficiency

# Introduction

Climate change is one of the most important challenges facing the world today. As more greenhouse gases are released into the atmosphere, more heat is trapped on Earth. This is causing temperatures around the world to rise and climates to change. Tackling climate change is a shared challenge that requires action by every jurisdiction. It requires lowering our greenhouse gas emissions by reducing our waste and using energy more efficiently in our homes, buildings and vehicles.

In August 2011, the Government of Newfoundland and Labrador released *Charting Our Course: Climate Change Action Plan* and *Moving Forward: Energy Efficiency Action Plan*. Together, these plans contain 75 strategic commitments for action on climate change and energy efficiency. A key goal of both plans is to demonstrate Provincial Government leadership on these issues. Government therefore committed to develop a plan to green its operations going forward.

The word “green” is used to identify products, events, organizations or actions that are environmentally friendly. For example, the word “green” can be used to describe products that are made using recycled materials. In this action plan, “green” means taking practical steps towards creating a culture of environmental sustainability within the Government of Newfoundland and Labrador. Creating a culture of environmental sustainability requires the integration of green practices throughout every level of government’s operations.

The Provincial Government has many opportunities to lead by example on environmental sustainability. For example, in 2013, core government departments and agencies owned or leased over 1,100 buildings, operated over 3,000 vehicles, and employed over 7,500 individuals throughout the province.

The *Greening Government Action Plan* is structured to seize these opportunities and establishes a coordinated approach that builds upon successes to date towards creating a culture of environmental sustainability. Examples of actions to date are provided throughout the plan, along with actions going forward.

Creating a culture of environmental sustainability within an organization is a long-term process. This action plan is structured to be implemented over a five-year period, from 2015 to 2019, and is a positive step towards achieving this goal within the Government of Newfoundland and Labrador.

## Benefits of Greening Government

**Improved environmental stewardship** including through reduced greenhouse gas emissions due to improved energy efficiency and waste diversion

**Better value for money** including the potential for lower operating costs through improved energy efficiency in buildings and fleets

**New business opportunities** created as suppliers adjust their products and services to meet the needs of government

**Increased awareness** among government employees of climate change and ways to make a difference

**Improved recruitment and retention** efforts, as individuals value employers that are leaders in environmental sustainability

# Goals and Objectives

The overarching goal of the *Greening Government Action Plan* is to create a culture of environmental sustainability within the Government of Newfoundland and Labrador. The culture of an organization can be transformed by strong leadership, active employee engagement, and the establishment of mechanisms to facilitate both.

Creating a culture of environmental sustainability is a long-term commitment that requires the integration of green practices throughout every level of government's operations. As such, the *Greening Government Action Plan* will be implemented by following four guiding principles:

- **Collaboration** – Establishing effective partnerships to achieve success
- **Innovation** – Finding creative solutions to address shared challenges
- **Mobilization** – Empowering all employees to take action
- **Integration** – Making “green” part of how we do business

**Goal:** Create a culture of environmental sustainability within the Government of Newfoundland and Labrador.

## Objectives

To create a culture of environmental sustainability, the Government of Newfoundland and Labrador will pursue the following objectives:

**Procurement** - Integrate green considerations into the procurement of goods and services.

**Waste Diversion** - Increase the amount of waste diverted from landfills as a result of government's operations.

**Buildings** - Improve the environmental sustainability of new and existing government buildings, including through improvements in energy efficiency.

**Transportation** - Integrate green considerations into fleet management and travel practices.

**Employee Engagement** - Enhance employee engagement in green activities across government.

# Procurement of Goods and Services

In 2012-13, the Government of Newfoundland and Labrador purchased over \$2 billion in goods and services. Each year, the purchases made by government range from buying heavy equipment for services such as snow clearing, to buying pens and paper for offices. The quantity and range of goods and services procured each year represents a significant opportunity for government to green its operations. This requires raising awareness about the role of green procurement and options for buying green.

**Objective:** Integrate green considerations into the procurement of goods and services.

## Actions Going Forward

- Ensure *Buying Green! A Guide for Purchasing Environmentally Preferable Products* is kept up-to-date by amending and updating the document to account for user feedback and new information.
- Run information sessions and webinars on *Buying Green!*
- Roll out a training program to procurement staff and industry suppliers to deepen understanding and increase uptake of green procurement practices.
- Develop a repository of detailed examples, case studies, templates, and sample Request for Proposals and tender documents that could support green procurement activities.
- Examine the scope to incorporate green considerations into standing offers when existing offers expire.
- Review progress made towards integrating green considerations into the procurement of goods and services.
- Consider the case for developing a green procurement policy.

## Actions to Date

*Buying Green! A Guide for Purchasing Environmentally Preferable Products* was launched in 2014 to provide guidance to departments and agencies on buying sustainable goods and services.

The Office of the Chief Information Officer (OCIO) only purchases ENERGY STAR certified products, EPEAT (Electronic Product Environmental Assessment Tool) Silver or Gold certified equipment, and products containing recycled materials.

The Newfoundland and Labrador Housing Corporation specifies that all purchased paint must have low VOCs (volatile organic compounds), and buys energy-efficient appliances, such as dishwashers and refrigerators.

The Government Purchasing Agency has maintained a surplus asset service for over 20 years. Through this service, surplus items, such as office furniture, are transferred to another department where a need has been identified.

# Waste Diversion

The sustainability of government's operations will be improved through increased waste diversion. This waste includes organic and electronic waste, as well as paper and cardboard from offices. While there have been early successes to help reduce the amount of waste generated within government's operations, further opportunities remain.

**Objective:** Increase the amount of waste diverted from landfills as a result of government's operations.

## Actions Going Forward

- Complete sample waste audits of a representative sample of government buildings.
- Use information collected during waste audits to:
  - Benchmark the amount of waste generated in government buildings.
  - Establish a target for waste diversion within the Provincial Government.
  - Inform strategies for waste diversion.
- Take steps to increase efforts on recycling and composting by:
  - Identifying which work sites have access to recycling, by material type, and assessing which sites require support or expansion.
  - Developing an inventory of collection solutions and providing the information to worksites where collection services do not currently exist.
  - Developing and delivering training courses, webinars and promotional materials on recycling and composting.
  - Encouraging and supporting composting pilot projects.
- Identify opportunities and take steps to reduce paper waste, including paper mail-outs to employees.
- Revise future tenders for waste collection services to support waste diversion initiatives.
- Monitor progress towards increasing the amount of waste diverted from landfills as a result of government's operations.

## Actions to Date

The Department of Environment and Conservation successfully implemented the composting of organic waste in the Confederation Building cafeteria in 2006.

The Department of Transportation and Works modified waste removal contracts in select buildings in 2013 to measure the amount of waste being produced.

The Computers for Schools Program has been refurbishing government computers and redeploying them to schools since 2005.

The OCIO has maintained a cable and battery recycling program since 2008, which has diverted over 3,000 pounds of waste from landfills.

The OCIO's digital system for transporting secure files cuts down on the amount of paper waste being generated.

# Buildings

The Provincial Government owns or leases over 1,100 buildings throughout Newfoundland and Labrador, including offices, college campuses, and maintenance depots for equipment. Each year, provincial expenditures include millions of dollars on the operation of buildings, building maintenance, new construction, and renovations. Ensuring that government buildings are constructed and operated in a sustainable way is key to improving the environmental sustainability of government's operations.

**Objective:** Improve the environmental sustainability of new and existing government buildings, including through improvements in energy efficiency.

## Actions Going Forward

- Continue to implement the Build Better Buildings Policy.
- Use lifecycle costing models to maximize cost-effective energy savings when planning new construction projects or completing energy retrofits.
- Implement energy efficiency retrofits in a target number of buildings each year.
- Apply an energy conservation and efficiency lens to all infrastructure renewal decisions and in the selection of products and processes.
- Expand the use of energy management tools, such as BOMA BEST (Building Owners and Managers Association of Canada Building Environmental Standards), in existing buildings.
- Offer a toolkit or webinar for building managers on best practices for energy management.
- Participate in benchmarking initiatives by national organizations, such as the National Executive Forum on Public Property or the Building Technology Transfer Forum, with a view to finding efficiencies.
- Take steps to monitor and reduce water consumption in select government buildings.
- Prepare an inventory of green leasing requirements with a view to integrating these considerations into leasing agreements.
- Monitor progress towards improving the environmental sustainability of new and existing government buildings, including through improvements in energy efficiency.

## Actions to Date

In 2013, two buildings achieved Silver certification under the Leadership in Energy and Environmental Design (LEED) rating system as a result of the Build Better Building Policy.

In 2011, the Natural Resources Building in St. John's received a Level 3 certification under BOMA BEST for its energy efficiency.

The Department of Transportation and Works completed 30 energy audits on buildings in the Avalon region.

The Department of Education is implementing an energy retrofit pilot project at select schools throughout the province.

The OCIO is saving energy by reducing the number of physical servers required to support Government's network.

Lighting sensors were installed in Confederation Building to automatically shut off the building's lights when no movement is detected. Funding for this project, and several others aimed at improving the energy efficiency of government buildings, was provided by the Department of Environment and Conservation through the Newfoundland and Labrador Green Fund, totaling a \$6 million investment.

# Transportation

Government maintains a diverse fleet that includes passenger vehicles, trucks, ferries, heavy equipment, air ambulances and water bombers. These assets form a crucial part of service delivery in the province on a daily basis. Additionally, government employees often travel within and outside of the province on business. Integrating green considerations into fleet management and travel practices will have environmental benefits, such as reduced greenhouse gas emissions, and economic benefits as consuming less fuel will lower operating costs.

## Objective:

Integrate green considerations into fleet management and travel practices.

## Actions Going Forward

- Prepare and circulate tips for employees to reduce fuel consumption and maximize travel efficiencies.
- Develop guidance and provide advice on selecting fuel-efficient vehicles for operations, including guidance on right-sizing to ensure the type of vehicle being used matches its function.
- Maintain government's target of ensuring at least 35 per cent of new passenger vehicle purchases are fuel-efficient.
- Examine the scope for a demonstration project for electric vehicles.
- Explore options to promote carpooling.
- Increase the uptake of webinars or other online tools as part of meetings and public consultations.
- Take steps to reduce the environmental impact of government's ferry fleet.
- Monitor progress towards integrating green considerations into fleet management and travel practices.

## Actions to Date

As of March 31, 2014, 34 per cent of all cars and SUVs purchased by the Department of Transportation and Works have been hybrids or fuel efficient.

Microsoft Lync is a web-based video conferencing service that has been implemented across government offices. Staff are now able to participate in interactive meetings from their desks. For example, staff in Happy Valley – Goose Bay use this service regularly to communicate with colleagues in St. John's, which helps reduce fuel consumption and travel costs.

Due to advancements in technology, as government continues to renew assets within its fleet, such as ferries and water bombers, the fleet's fuel efficiency is improving as newer models are becoming more efficient.

# Employee Engagement

Employees are the most important asset of any organization. Harnessing their ideas and enthusiasm creates a fantastic opportunity to drive action and make a difference. Every day, employees make decisions that have a direct impact on the energy used and waste produced at a workplace. Ensuring that employees understand the importance of environmental sustainability and how they can make a difference is crucial to creating a culture of sustainability within government.

**Objective:** Enhance employee engagement in green activities across government.

## Actions Going Forward

- Complete a baseline survey to determine employee's attitudes and opinions towards green behaviours, which will inform strategies to improve employee engagement.
- Develop awareness-raising and training materials to educate employees and promote green behaviors in workplaces, including materials to promote green procurement, waste diversion, energy conservation, and fuel efficiency.
- Promote the development or expansion of "Green Teams" in workplaces.
- Incorporate information about green behaviors into orientation sessions for new employees.
- Develop and circulate green meeting tips to all government departments.
- Develop guidance for hosting green events, such as conferences.
- Support and promote green challenges and activities throughout government, including during initiatives such as Public Service Week.
- Conduct periodic surveys to determine whether the attitudes and opinions of employees change over time.
- Establish mechanisms for seeking regular feedback from employees on green behaviors.
- Monitor progress towards enhancing employee engagement in green activities across government.

## Actions to Date

The Provincial Government's *Turn Back the Tide* campaign on climate change and energy efficiency has achieved significant reach since its launch in 2012. The campaign has included initiatives to raise awareness throughout the province and within the Provincial Government.

The OCIO has taken progressive action to reduce waste and improve energy efficiency. Much of this success is attributed to the office's Green Team, which has been engaging the office's employees on environmental issues for several years.

The Office of Climate Change and Energy Efficiency organizes events to promote a better understanding of climate change and energy efficiency within the Provincial Government, including presentations on green procurement practices and workshops about constructing sustainable buildings.

# Operationalizing the Action Plan

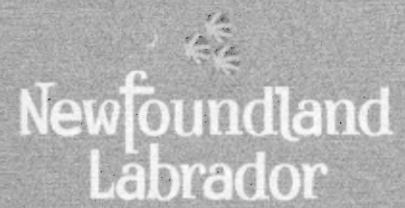
The Government of Newfoundland and Labrador is committed to creating a culture of environmental sustainability within its operations. The *Greening Government Action Plan* provides a strategic framework for achieving this in concrete and measurable ways.

The *Greening Government Action Plan* applies to all core departments and agencies within the Government of Newfoundland and Labrador. Each department and agency will be responsible for implementing the action plan in ways that are attainable and realistic for their operations, given their needs and resources. Boards, Commissions, and Crown Corporations under the Government of Newfoundland and Labrador are encouraged to align themselves with the goal and objectives of this action plan by integrating these considerations into their operations.

A committee has been established from six entities to oversee the implementation of the *Greening Government Action Plan* and to monitor progress across government. Each of these entities has specific levers to achieve progress under the objectives of the action plan. They are:

- Department of Transportation and Works
- Government Purchasing Agency
- Human Resources Secretariat
- Multi-Materials Stewardship Board
- Office of the Chief Information Officer
- Office of Climate Change and Energy Efficiency

The *Greening Government Action Plan* will be implemented over a five-year period (2015-2019) and progress will be reported at the mid-way point. Whereas creating a culture of environmental sustainability within an organization is a long-term process, the *Greening Government Action Plan* is structured to build upon successes to date and is intended to be the first in a series.



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